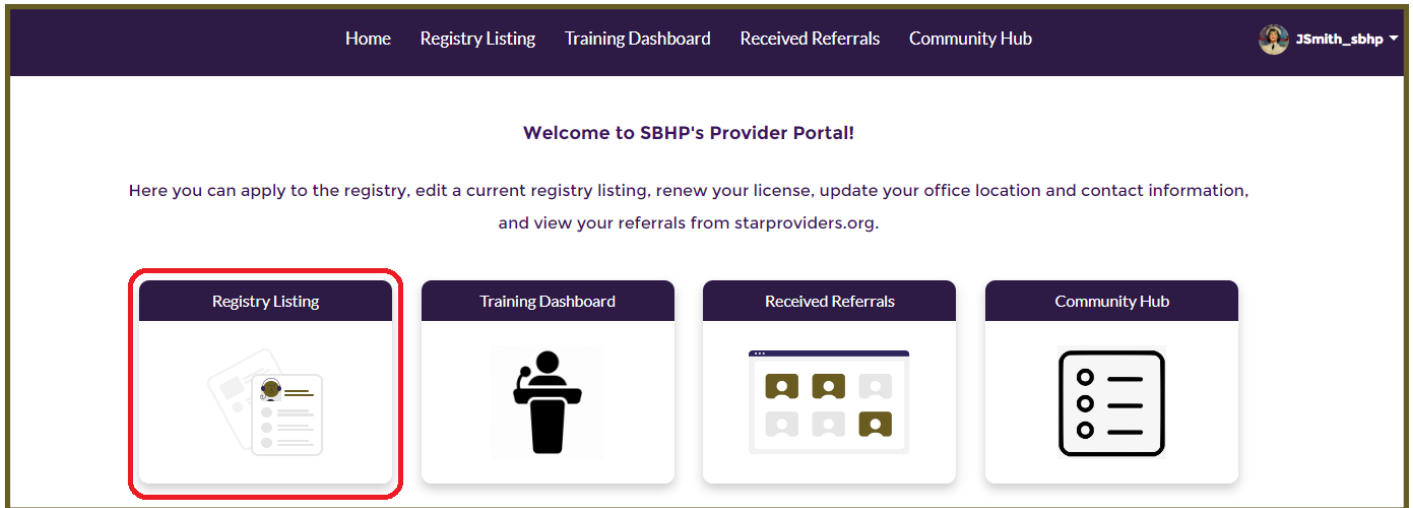


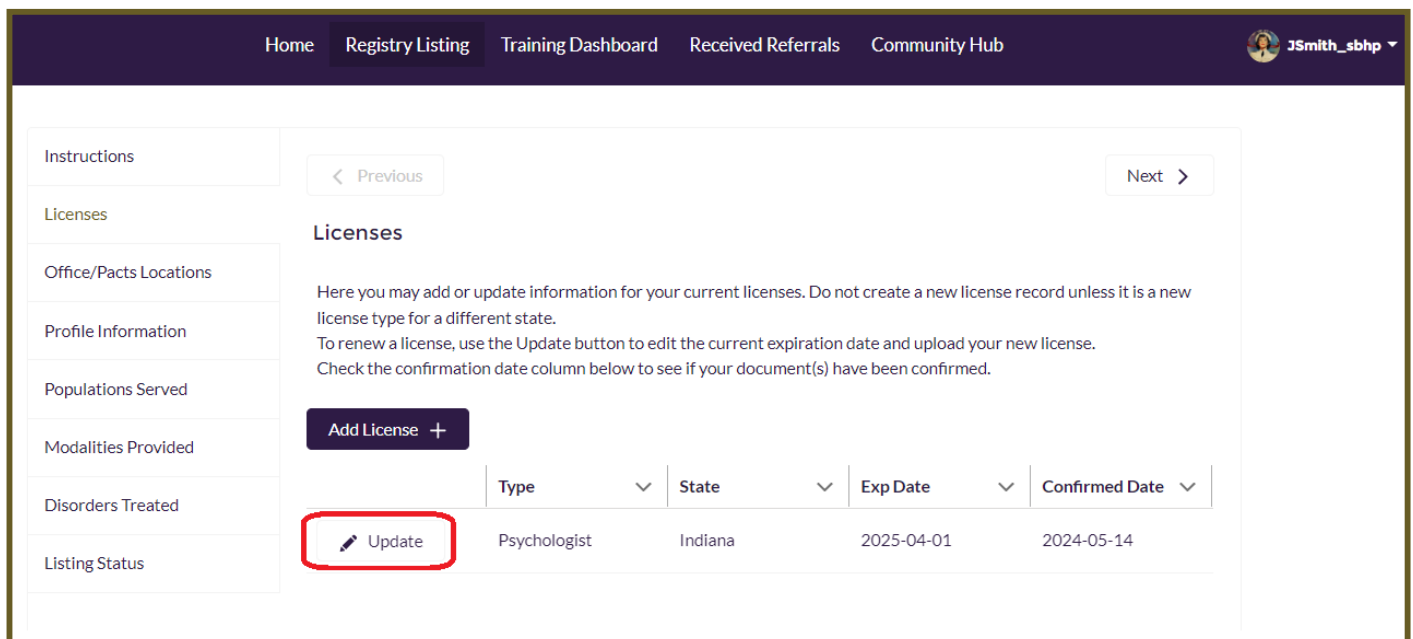
How to Update License Information

To remain in good standing on the Star Providers directory, it is a requirement that providers update their license information whenever it is renewed or changed. Follow these instructions to update your record.

1. To begin, log in to the Provider Portal. From the Portal welcome page, select "Registry Listing."



2. On the menu along the left, click on "Licenses". If you are renewing a license, do not add a new license. Simply select Update next to the license you are renewing.



3. Upload your new license and enter the expiration date along with any other license details. Once completed, click 'Save.'


Add License

<p><small>* License Type: Enter the license type exactly as it appears on your license</small></p> <input style="width: 95%;" type="text" value="Licensed Professional Counselor"/>	<p><small>* Issuing Body (e.g. Oregon Board, Indiana Licensing Board, etc)</small></p> <input style="width: 95%;" type="text" value="Board of Health"/>
<p><small>* State of Issue</small></p> <input style="width: 95%;" type="text" value="Indiana"/>	<p><small>Original License Date</small></p> <input style="width: 95%;" type="text" value="Jan 1, 2020"/>
<p><small>* License Expiration Date</small></p> <input style="width: 95%;" type="text" value="Jan 1, 2026"/>	

Upload License Document

Add or Replace File

Upload FilesOr drop files



MFRI-Background-PMU-Arch (1)

SAVE

If you have questions, feel free to contact our Star Providers Support Team for your specific state.

All states except Indiana and Ohio: SBHPSupport-ggg@usuhs.edu

Indiana: SBHPadmin@purdue.edu

Ohio: Ohioadmin@starproviders.org